

SHIP ARRIVAL NOTIFICATION / CHECK OFF LIST

Name of Ship: _____

Arrival Date: _____ **Time:** _____ **Departure Date:** _____ **Time:** _____

72-96 hrs prior

INITIAL/TIME	SERVICE	POC	COMMENTS
	Security NASP 2-3453	DM	
	NASP Quarter Deck 2-3100 ext 0	DM	
	Customs Agriculture Insp.	DM	
	Base Medical 2-5242 ext 102	DM	
	Utilities 2-5555 for connect/disconnect	DM	
	Electric tic#		
	Water tic#		
	Sewage tic#		
	Oily Waste tic#		
	Steam tic#		
	Cranes	DM	
	Vehicles 2-4563	DM	JO#
	Fuel (JP-5) fuel farm 2-3299 & Rita 2-9817	DM	
	DFM (F-76) Sumner Adams 251-433-0066	DM	
	Telephones NCTAMSLANT 757-444-4615	DM	JO#
	Base TELCOM svc req: fax2-3177		
	Dumpster Rental	DM	
	Cable TV Service	DM	
	Pier Lights 2-3048	DM	
	Mail 2-4124	DM	
	Draft LOGREQ	DM	
	Release LOGREQ	POPS	
	Tugs	POPS	
	Harbor Pilot	POPS	
	Force Protection Brief	POPS	
	Pratique	POPS	
	SOE/Drills (if applicable)	POPS	

48 hours prior

	BOQ Room for pilot	POPS	
	Local Official Notification (CNET, CO)	POPS	
	Photo Lab 2-3935/4641	DM	

12 hours prior

	On-Load/Off-Load (Freight, Mail, stores)	DM	
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3 hours prior

	Fender Placement	DM	
	Linehandlers	DM	
	Brows	DM	
	Bridge Here Sign	DM	
	Life Rings	DM	
	Brow Stands	DM	
	Pier Fire Bottle/HAZMAT lkr	DM	
	Pier Sweepers	DM	
	Inspect Guard Shacks	POPS	
	Port/Security Brief	POPS	

Personnel must complete and initial block, when complete turn into Assistant Port Operations Officer.

Brad Stoltman

Assistant Port Operations Officer: _____

LCDR Nisbett

Port Operations Officer: _____